

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-10				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-W-10-002			Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2			Title of Work Assignment/SF Site Name Tech&Logistic- EJ&Analy. Meth.				
Contractor INDUSTRIAL ECONOMICS, INCORPORATED					Specify Section and paragraph of Contract SOW Pg. 5-13, Element 1, 2, 4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 11/19/2011 To 11/18/2012				
Comments: The purpose of this action is to initiate Work Assignment 2-10. This work assignment continues the work not completed on Work Assignment 1-10.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
11/19/2009 To 11/18/2014										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee:			LOE:			
Cumulative Approved:				Cost/Fee:			LOE:			
Work Assignment Manager Name Onyemaechi Nweke							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number 202-566-2314			
							FAX Number:			
Project Officer Name Cathy Turner							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0951			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Jami Rodgers							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4781			
							FAX Number:			

Work Assignment SOW

Title: Technical and Logistics Support for the Development of EJ Analytical Methods

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-10

Estimated Period of Performance: Date of issuance to _11/18/2012

Estimated Level of Effort: 317 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

(Onyemaechi C. Nweke)
(OECA/OEJ 2201A)
(202/566 2314)
(Fax number)

Contract Level COR:

Catherine Turner
CMG/OPEI (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide technical and logistical support to the Office of Environmental Justice (OEJ) with the development and implementation of innovative approaches to incorporating environmental justice/equity considerations into decision making; and the identification and implementation of innovative approaches to addressing recommendations on how to achieve environmental justice. **This work assignment continues work performed under Work Assignment 1-10. The contractor shall not duplicate work previously performed under Work Assignment 1-10 of this contract.**

OEJ's current efforts include exploring innovative applications of a variety of analytical methods and approaches for the purpose of enhancing the assessment of disproportionate environmental impacts, and regulatory development. OEJ is also interested in research to inform the adoption of innovative approaches to regulatory decision making.

OEJ also plans to develop technical guidance that integrates identified innovative approaches that can be used to analytically incorporate environmental justice into regulatory development. Following the development of technical guidance, OEJ will test the adopted innovative methods and approaches using case studies; the purpose of these

case studies is to assess the effectiveness and implementation potential of the approaches adopted in the technical guidance.

Recently, OEJ hosted a technical Symposium as part of the effort to identify scientific issues with addressing environmental justice. Follow-up activities to this Symposium include the development of a report summarizing the Symposium and recommendations, as well as identification of innovative projects to address these recommendations. OEJ has started an EPA work group to manage the process of identifying these projects and vetting proposed actions and projects with both internal and external stakeholders.

Accomplishments and ongoing work under Work Assignment 1-10 up to November 18 2011:

Task 2: Work described below is either ongoing or has been completed by the contractor. Completed work by the contractor shall not be duplicated under the new work assignment.

- As part of this task, the contractor was expected to identify, access and gather data such as census, land use, compliance data, etc. For the performance period ending 11/18/2011, the contractor at the request of the WACOR retrieved environmental data from NATA database and census data from the bureau of census. Specifically, these data would provide the WACOR with data on total risks of cancer and noncancer for each census tract, county and state in EPA's Region 3. The contractor compiled and delivered these data in an electronic format.
- Per technical directives from the WACOR, the contractor is currently in the process of retrieving data on the cumulative exceedances of risk benchmarks by census tract, county and state for the same region. This assignment is expected to continue beyond 11/18/2011.
- This task also required the contractor to prepare technical memoranda that describe availability, access to and utility of databases. Under the current WA, the contractor conducted research on availability and utility of the National Emissions Inventory database for its use in the development of race and income specific indicators. The contractor has completed this assignment.
- Task 2 also requires the contractor to conduct information and database searches; and literature surveys on topics specified in technical directives by the WACOR. The WACOR recently issued technical directives to the Contractor to conduct a literature review on the topic of "vulnerability" in the context of health assessments. This assignment is expected to continue beyond 11/18/2011.
- This task also required the Contractor to provide logistics support to OEJ with managing internal EPA meetings. The Contractor has provided specific meeting support in the form of notes taking for meetings related to the development of technical guidance and also meetings related to the implementation of recommendations to EPA from community groups on innovative approaches to address environmental justice issues. This logistics assignment is expected to continue beyond 11/18/2011.

Completed work as of November 18 2011 (The contractor shall not duplicate work that was previously performed):

The Contractor shall not duplicate the work that was performed previously

1. Contractor extracted and prepared a database of air toxics data from the National-Scale Air Toxics Assessment database.
2. Contractor conducted technical and editorial editing of the report "An Update on Ongoing and Future EPA Activities to Empower Communities and Advance the Integration of Environmental Justice in Decision Making and Research", also known as the "100 day report".
3. Contractor has prepared a near final copy of the report "An Update on Ongoing and Future EPA Activities to Empower Communities and Advance the Integration of Environmental Justice in Decision Making and Research", also known as the "100 day report".
4. Contractor developed a final outline for a case study on the utility of Health Adjusted Life Years metrics for environmental justice.
5. Contractor provided logistics support for a conference session at the American Public Health Association conference on November 1 2011.
6. Contractor provided draft tables summarizing the vulnerability literature
7. Contractor prepared meeting notes for EJ technical guidance work group meetings from Nov 19, 2010 through March 2011.
8. Contractor prepared a draft memo that describes a framework for conducting EJ analysis using HALYs, including preliminary summary estimates (no subgroup breakouts).
9. Contractor developed first draft of expanded outline of White paper on EJ methods.

Quality Assurance (QA) Requirements

Check ☒ Yes or ☐ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or collecting published data or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

This work assignment will not result in the generation of new data. However, the task asks for the Contractor to retrieve published data from government databases. A streamlined Quality Assurance Plan reflecting the following will be required: 1) how the contractor will assure the accuracy of the data retrieved for EPA; 2) EPA's access to the

retrieved data; and 3) the process of compiling the data. This QAP will be due immediately before the Contractor performs this specific task.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan - Completed

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within _5_ calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Research and Data Collection (Element 1- Planning and Management Support) [Section __1__, para(s) _____, page(s) _1-5 to 1-6_]

The Contractor shall provide research support to:

- Identify and evaluate innovative applications of methodologies in science, policy, and economics for assessment of disparities in environmental health impacts/risks, and for informing the implementation of regulatory policy;
- Develop methods for conducting assessments of disparities;
- Explore and evaluate the utility of methods and approaches for summarizing and prioritizing health impacts from multiple risk factors (including environmental pollution) on a population or community in environmental decision making.
- Design case studies to test the innovative application of identified methods within the context of developing regulations and/or assessing disparities in health impacts.
- Conduct research to evaluate environmental or policy issues, including identifying possible causes and approaches for addressing them.

To aid the development of innovative applications of these methods, the Contractor shall:

- Conduct information and database searches; and literature surveys on topics specified in technical directives by the WA COR
- Conduct opportunity assessments/feasibility studies
- Identify, access and gather data such as census, bio-monitoring, land use, compliance data, etc
- Provide logistics support to OEJ with managing internal EPA meetings, and meetings with external stakeholders. Meetings may include teleconference, in-person meetings, webinars, etc. Such support includes meeting facilitation, recording sessions, notes taking, development of meeting minutes and agenda, workshop or conference reports, and organizing such meetings.
- Provide support with internet based outreach, such as hosting a blog to receive comments from stakeholders on proposed innovative approaches to addressing environmental justice; managing jam sessions on a blog; consolidating comments from a blog; and developing reports.
- Provide support with developing publications related to implementation of identified innovations e.g. technical guidance, fact sheets, outreach pamphlets, etc

At the request of the WA COR, the Contractor shall:

- Prepare technical memoranda, including recommendations where appropriate that summarize literature searches, surveys, and opportunities to use methods in innovative ways, and that describe availability, access to and utility of databases.
- Develop research/technical/analytical papers to convey findings and results related to tasks of identifying, evaluating, and testing innovative applications of methods in the assessment of disparities and policy analysis.

Deliverables and schedule under Task 2

2a. Technical memoranda, research/technical/analytical papers, recommendations within 12 weeks of receiving technical directives.

2b. Data tables in formats to be specified in technical directives within 2 weeks of receiving technical directives

2c. Meeting agenda, workshop reports, notes and minutes to be delivered at a time point specified by the WA COR in technical directives.

2d. Web blog with web management services within 3 weeks of receiving technical directives

2e. Reports on web blog activities including a summary of comments from the blogging session within 2 weeks of web blog session

2f. Publications such as technical guidance, fact sheets, pamphlets, etc to be delivered at a time point to be specified in technical directives

2g. Meetings and outreach activities to be delivered at a time point to specified in technical directives

Task 3 - Pilot Analysis (Element 2 – Testing Innovations) [Section __, para(s) ____, page(s) __1-9 to 1-10]

The Contractor shall provide analytical support to OEJ to develop up to 4 hypothetical pilot analyses/case studies that apply the newly developed technical guidance. These hypothetical case studies will be based on regulatory frameworks relevant to the EPA, e.g. MACT or NAAQS regulatory framework, and determined in consultation with the WA COR.

At the request of the WA COR, the Contractor shall identify and facilitate 1-2 meetings with peers and/or stakeholders within the EPA and in the general public to review and discuss the pilot studies. The Contractor shall also create communication materials for providing information on the new innovation and pilot studies to both external and internal stakeholders, partners and the general public. The Contractor shall also develop transcripts, notes and summaries from these meetings, detailing the discussions during the meetings and also highlighting key issues raised and points made during such meetings. The Contractor shall consolidate and provide EPA with the comments from the review of the pilots.

Deliverables and schedule under Task 3

3a. Up to 4 hypothetical pilot/case studies within 16 weeks of receiving technical directives from WA COR.

3b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives from WA COR

3c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting

Task 4 - Deployment, Outreach and Support (Element – Encouraging Broad Application of Innovations) [Section __, para(s) ____, page(s) __1-12 to 1-13]

The Contractor shall provide OEJ with support to deploy the innovations recommended in the technical guidance document developed by OEJ through the design and development of educational/training materials. This includes the design and development of course work to educate analysts, decision makers and rule writers on the innovative approaches developed by EPA in technical guidance.

The Contractor shall also provide outreach and communication support to convey the utility of the innovation and implications to stakeholders. This includes organizing, facilitating 1-2 peer and stakeholder consultation meetings, and also the development of fact sheets, short memoranda, web materials, etc.

Deliverables and schedule under Task 4

4a. Coursework within 8 weeks of receiving technical directives from WA COR

- 4b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives**
- 4c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting**

Summary of Deliverables and Dates:

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the, if required.**

- 2a. Technical memoranda, research/technical/analytical papers, recommendations within 12 weeks of receiving technical directives.**
- 2b. Data tables in formats to be specified in technical directives within 2 weeks of receiving technical directives**
- 2c. Meeting agenda, workshop reports, notes and minutes to be delivered at a time point specified by the WA COR in technical directives.**
- 2d. Web blog with web management services within 3 weeks of receiving technical directives**
- 2e. Reports on web blog activities including a summary of comments from the blogging session within 2 weeks of web blog session**
- 2f. Publications such as technical guidance, fact sheets, pamphlets, etc to be delivered at a time point to be specified in technical directives**
- 2g. Meetings and outreach activities according to be delivered at a time point to specified in technical directives**

- 3a. Up to 4 hypothetical pilot/case studies within 16 weeks of receiving technical directives from WA COR.**
- 3b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives from WA COR**
- 3c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting**

- 4a. Coursework within 8 weeks of receiving technical directives from WA COR**
- 4b. Organize, facilitate, and support 1-2 peer and stakeholder consultation meetings within 4 weeks of receiving technical directives**
- 4c. Electronic transcripts, meeting notes and summaries for meetings 2 weeks after each meeting**

